

EXECUTIVE COMMITTEE MEETING

November 6, 2019

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Lionel Hillard, RWPC Chair	Robert Lynn, P&P Vice Chair
Auntjuan Wiley, RWPC Vice Chair, CCC Chair	John Dornheim, Needs Assessment, Chair
Del Wilson, Evaluation Vice Chair	Kyle Talkington, Judges Representative
Christopher Webb, Needs Assessment Vice Chair	

MEMBERS ABSENT

Yolanda Jones, Allocations Chair	Donna Wilson, CCC Vice Chair
James Wright, Allocations Vice Chair	

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager	Annie Sawyer-Williams, RWPC Coordinator
Justin M. Henry, RWPC Planner	

GRANTS MANAGEMENT STAFF PRESENT

Wanda Scott, Program Monitor	Carla Jackson, Program Monitor
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OTHERS PRESENT

Joni Wysocki, AIN Inc.	Crystal Curtis, PHHS	Julia Chavarria, DCHHS HOPWA
Kellie Norcott, PHHS	Casandra Bryant, DCHHS HOPWA	

I. Call to Order: Lionel Hillard, Chair called the meeting to order at 2:10 p.m.

II. Certification of Quorum: Quorum was established by Lionel Hillard, and certified by Glenda Blackmon-Johnson, RWPC Program Manager.

III. Introductions/Announcements: N/A

IV. October 2, 2019 Minutes: *John Dornheim made a motioned to accept the minutes as written. Auntjuan Wiley seconded the motion. The motion passed unanimously.*

V. Call for Executive Session: In adherence to the Texas Open Meetings Handbook 2014 Section 551, the Committee deliberated regarding the applicant. The Executive Session was called at 2:11 p.m.

VI. Reconvene: The committee reconvened at 3:08 p.m.

VII. Recommendations for Appointments: The Executive Committee interviewed one candidate for appointment to the Consumer Council Committee.

John Dornheim made a motioned to nominate Jonnita Brown to be seated on the Consumer Council Committee. Auntjuan Wiley seconded the motion. The motion passed unanimously.

VIII. Office of Support: Ms. Blackmon-Johnson reported Helen Zimba was recently appointed to the RWPC. The Executive members received an update regarding the RWPC membership reflectiveness and the 2019 RWPC Deliverables calendar. They discussed the committee meeting dates for January 2020 and agreed to move the Executive Committee meeting to 1.8.20, RWPC meeting to 1.15.20, and P&P meeting to 1.22.20. Mrs. Sawyer-Williams reminded the chairs of the FY 2019 Year-End report status. The Executive members discussed combining joint leadership and committee member trainings retreat on February 12, 2020 from 10:30 a.m. to 3:00

p.m.

IX. Leadership Report: No report.

X. Committee Reports

a. Planning & Priorities: John Dornheim reported, the committee met on September 18th and established quorum and opened the floor for announcements. The committee discussed the Dallas EMA FY 2020 Standards of Care. Mr. Hill-Jones suggested to the committee to remove the language “Complete 8-10 hours education to include but not limited to: HIV 101, Resources Available within the Community, etc.”; and to replace it with an explanation of how with organizations document working with clients regarding education, medication adherence, RW services, and re-engaging in care. The committee agreed to remove the language: *Complete 8-10 hours education but not limited to: HIV 101, resources available within the community, medication adherence, Ryan White Service/Program eligibility requirements; viral suppression; and re-engaging in care. Thereafter, care/case managers can determine readiness of the client to self-refer. Once acknowledged to be eligible to self-refer, the client may at any seek assistance from a care/case manager.*

The committee discussed the Emergency Financial Assistance service category regarding allowable activities.

Activities must include:

- Payment of short –term payments for antiretroviral medication
- Dispensing fee for ADAP medications during ADAP eligibility determination period
- Provision of short-term payments for transportation, food, and medication assistance or payments made directly to clients.
- Provision of short-term payments for essential utilities to include: water, gas, and electric bills paid directly to the utility provider.

It was noted the recommendation will be forwarded to the RWPC for approval and/or changes to the language.

They discussed non-medical case management services versus medical case management and the case manager licensure or assurance “that each case management supervisor shall, at a minimum, be a registered nurse licensed by the State of Texas etc.”

The Executive Committee members discussed the FY 2020 Dallas EMA/HSDA Service Categories based on the Federal Poverty Guidelines Table regarding the implementation of the FPL guidelines document within the Request for Proposal (RFP). After discussion the members agreed to maintain the FY 2020 Dallas EMA/HSDA Service Categories based on the Federal Poverty Guidelines Table.

Oscar Salinas presented the 2019-2018 Comparison Pre and Post FPL Modification.

Motion: *Auntjuan Wiley motioned to request the FY 2020 Financial Eligibility for the Dallas EMA/HSDA Service Categories based on the Federal Poverty Guidelines percentages to remain the same. John Dornheim seconded the motion. The motion passed unanimously.*

Motion: *John Dornheim motioned to approve the FY 2020-2021 Dallas Planning Area Standards of Care & Service Delivery Guidelines. Auntjuan Wiley seconded the motion. The motion passed unanimously.*

The Executive members had a lengthy discussion regarding the FY 2020-2021 Dallas Planning Area Standards of Care (SOC) & Service Delivery Guidelines and the Evaluation Committee Letter regarding the SOC guidelines. They discussed the concerns the Evaluation Committee had regarding the SOC.

- Moving the SOC process without proper conversation with the Executive Committee or RWPC.
- The Administrative Agency timeframes for the SOC to be included in the RFP.
- Table the vote on the resultant P&P committee report since RFP timeframe is no longer applicable.
- Discuss at Executive session and at the broader PC meeting to ascertain if the need exists to revise the SOC and Guidelines.
- The discussion with the Health Resources and Services Administration Project Office Kristina Barney
- Conflict of Interest (*RWPC Primer*) - If a planning council member works for a substance abuse treatment provider receiving RWHAP Part A funds, the member may not participate in decision making about priorities, allocations, or directives related to substance abuse treatment.
- Development of Service Standards (*RWPC Primer, pg.25*) - Developing service standards for funded service categories. **Service standards** guide providers in implementing funded services.
- As a discussion point, consider last year’s efforts of our EMA to consolidate dual SOC’s to streamline the process.
- To resubmit and task the Evaluation Committee to review the SOC and Guidelines in a thorough manner involving all segments of the community including the strong voice of consumers.
- Finally, engage the PC to discuss the needs of our consumers both through a thorough review of the Needs Assessment result and possible anecdotal data the consumers, agencies and PC members may presents as a roadmap of positive change within the Guidelines.
- Also, members discussed scheduling a conference call with the HRSA’s Project Officer Kristina Barney. It was recommended to send an email to the Grant Management Officer (GMO), to schedule the meeting.

Motion: *John Dornheim motioned to rescinded his motion to approve the FY 2020-2021 Dallas Planning Area Standards of Care & Service Delivery Guidelines. Auntjuan Wiley seconded the motion. The motion passed unanimously.*

The Executive Committee members agreed the SOC will be forward to the RWPC to discuss the following recommendation:

- The RWPC will decide to send back to P&P committee.
- To move forward with the approval of the current FY 2020-2021 SOC and Service Delivery Guidelines.

Motion: *John Dornheim motioned to forward the FY 2020-2021 Dallas Planning Area Standards of Care & Service Delivery Guidelines to the RWPC for review. Auntjuan Wiley seconded the motion. The motion passed with two abstentions.*

Allocations Committee: Lionel Hillard reported, the committee met on October 14th and established quorum. The committee reviewed and discussed the request for funding increase (RFI) documents provided by the AA for the FY 2019-2020 Ryan White Part B Reallocations.

Service Category (Core Services)	FY 2019-2020 Plan
AIDS Pharmaceutical Assistance	\$10,000
Total Core Medical	\$10,000

Service Category (Support Services)	
Case Management (non-Medical)	\$60,500
Congregate Meals	\$19,360
Case Management	\$3,025
Total Support Services	\$82,885
Total	\$92,949

Motion: *Auntjuan Wiley motioned to approve the FY 2019-2020 Part B Reallocation Plan recommendations with clarification of the two food pantry for the local/rural areas. Del Wilson seconded the motion. The motion passed two abstentions.*

b. Consumer Council Committee: Committee did not meet.

c. Evaluation Committee: Darius Ahmadi reported, the committee met on October 22nd and established quorum. The committee discussed the FY 2020-2021 Dallas Planning Area Standards of Care (SOC) & Service Delivery Guidelines and agreed to forward a letter to the Executive Committee regarding concerns of the SOC process.

The committee discussed non-receipt of the response from the AA regarding the recommendations from the FY2018 Evaluation of the Administrative Mechanism. And, Oscar Salinas presented on the Data Quality Project.

d. Needs Assessment Committee: Committee did not meet. Justin Henry gave the committee an update regarding the Needs Assessment progress. Susan Wolfe and associate has completed:

- 12 Key Informant interviews.
- 7 Focus Group interviews.
- Spanish translation services completed.
- Completed the Needs Assessment Survey Flyer

XI. Approval of the November 13, 2019 RWPC Agenda: *Darius Ahmadi made a motion to approve the November 13, 2019 RWPC meeting agenda with correction (removing one presenter). Del Wilson seconded the motion. The motion passed unanimously.*

XII. New Business: N/A.

XIII. Adjournment: *Robert Lynn made a motioned to adjourn. Auntjuan Wiley seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 5:19 p.m.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Lionel Hillard, Chair
Auntjuan Wiley, Vice Chair
John Dornheim, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, December 4, 2019 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207